



Early Years and Primary school teacher job description

General description

Every member of the department is to report to the Coordinator for Primary and should carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Principal.

Every teacher is expected to be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively and take responsibility for professional development.

Key tasks to be undertaken by the teacher:

- Teach all areas of the primary or Foundation Stage curriculum
- Read the staff handbook and be aware of the school's policies and procedures
- Take responsibility for the progress of their class
- Organise the classroom and learning resources and create displays to encourage a positive learning environment
- Create a long term, mid term and short term plan of the course you are to teach
- Plan, prepare and present lessons that cater for the needs of the whole ability range in the class, providing opportunities to develop social, emotional and cultural aspects of pupils' learning
- Motivate pupils by using a wide range of engaging and creative activities
- Provide a clear structure for the lesson in order to maintain pace and challenge pupils
- Set high expectations for pupils' behaviour in order to create a safe and productive learning environment and maintain discipline in accordance with the school's policies
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Prepare and mark work to facilitate positive pupil development
- Assess pupils' progress on a regular basis and record progress using the school's tracking system that is currently in place
- Provide feedback to parents and carers on a pupil's progress at parents' evening and other meetings
- Write progress reports for parents on a termly basis
- Work with others to plan and coordinate work
- Keep up to date with changes and developments in the structure of the curriculum
- Organise and take part in school events, outings and other activities which may take place at weekends or in the evening
- Liaise with colleagues and be prepared to be flexible
- Liaise with the Coordinator for Primary regarding pastoral matters within their class
- Meet with other professionals such as education welfare officers and educational psychologists, if required
- Undergo regular observation and participate in in-service training as part of continuing professional development
- Attend all departmental or whole staff meetings
- In addition carry out other duties as reasonably required by the Principal or SMT team.